

Identifying Your Skills

Highlighting your skills in resumes, cover letters and interviews is part of a successful job search. Employers want to know more than your past job titles. They want to know your skills and how you used them on the job.

Job skills are important to employers because they look for individuals with specific talents, such as working with particular software programs.

Many people find it difficult to identify their skills. Don't think of a skill as something that requires years of formal education and experience to develop. A skill is something you are doing right now in your life. Behind most job skills is a body of knowledge. For example, a cook knows about cooking techniques such as basting or baking. Job skills do not always come from employment. They may be

developed through education, hobbies or other activities.

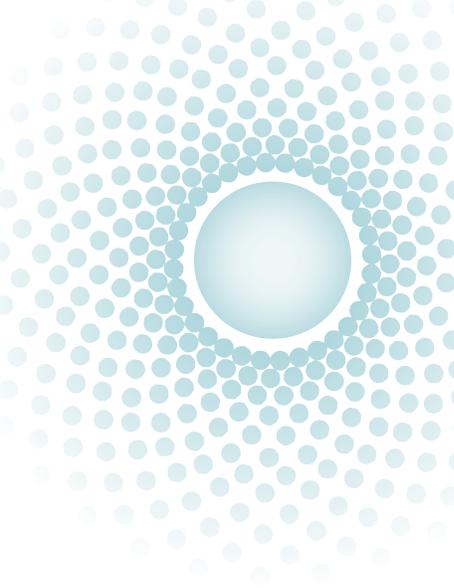
Many job skills can transfer from one activity to another. For example, if you can operate a drill press, you have skills to operate other types of machinery.

In addition, don't underestimate your soft skills, such as reliability, punctuality and ability to work well in a team, especially if they show motivation.

You'll need a list of 10 to 20 job-specific skills for your resume, online job applications and to talk about during an interview. Each skill should be supported with a result or accomplishment.

This worksheet will help you start your list of 10-20 job-specific skills.

<p>Job activity name: Tip: Pick an activity that you have done on the job or as a volunteer.</p>	
<p>Tasks to do the activity: Examples: Make a list, purchase materials, set up work space, test safety equipment.</p>	
<p>Skills to accomplish the tasks: Examples: Accurate precision measurements, use a computer or a software program, operate complex machinery.</p>	
<p>Accomplishments using this skill: Examples: Reduced waste, saved time or money, increased sales. Include specific results or numbers.</p>	



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Ten of my skills are:	
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

For more job search guidance, visit your local WorkForce Center.

888-Get-JOBS (888-438-5627) or visit mn.gov/deed/job-seekers/job-guide



Minnesota
 Department of Employment and Economic Development

Upon request, this information can be made available in alternative formats.

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